

JOB OPPORTUNITY

Franchise Tax Board is an equal employment opportunity employer to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.

☒ Permanent
Full-time

☐ Permanent
Intermittent

☐ Limited-term
(Temporary)
Length

☒ Formal Training
and Development
Assignment

Position Title: Auditor - Exempt Organizations Unit
Location: Central Office— San Francisco Building
Salary Range: Depending on classification

Classification: Tax Auditor/Assoc Tax Auditor
Section/Unit: Business Entities Section
Number of Vacancies: 1

Under the direction of an Administrator I, you perform complex analysis in determining tax exemption for corporations, unincorporated associations and trusts. You correspond and confer with representatives of exempt organizations regarding technical issues relating to requirements for exemption. You handle public telephone inquiries regarding complex tax exemption issues. You represent the department at public speaking engagements and seminars on topics related to non-profit and exempt organizations.

Required Knowledge, Skills, Abilities:

- Extensive knowledge of Business Entities income tax law
- Excellent verbal and written communication skills
- Strong technical, analytical, and problem solving skills demonstrating the ability to analyze information from multiple sources and make appropriate recommendations
- Strong customer service, interpersonal, and organizational skills
- Ability to be flexible and adapt to changing workloads and priorities
- Ability to work both independently and in a team environment

****IMPORTANT INFORMATION**** AS REQUIRED BY THE DEPARTMENT'S RULES OF CONDUCT, ALL EMPLOYEES OF THE FRANCHISE TAX BOARD (FTB) MUST BE IN COMPLIANCE WITH THE CALIFORNIA REVENUE AND TAXATION CODE. DURING THE BACKGROUND INVESTIGATION PORTION OF THE HIRING PROCESS, FTB WILL REVIEW RETURN INFORMATION TO VERIFY CALIFORNIA STATE INCOME TAX COMPLIANCE. ANY FAILURE TO COMPLY WITH THE CALIFORNIA REVENUE AND TAXATION CODE MAY PREVENT YOU FROM BEING HIRED AT FTB. IF YOU THINK YOU MAY HAVE ANY POTENTIAL TAX COMPLIANCE ISSUES, PLEASE CALL 1-800-852-5711 TO RESOLVE THEM PRIOR TO SEEKING EMPLOYMENT WITH FTB.

Desirable Experience/Qualifications:

- Familiarity with BETS and PASS systems
- Experience in conducting desk or field audits
- Experience in public speaking

Mail or hand deliver your application by: November 1, 2008

Contact Person: Holly Browning

Telephone Number: 916-845-6882

Address/Room Number: Exam Unit, PO Box 550, Sacramento CA 95812-0550 Attn: Exams

Special Instruction: **FTB Employees Hand Deliver or Route To** Denise Farrell at **M/S F-130**

EXEMPT FROM FREEZE

To be considered for the position, please submit: An employment application form STD 678 (<http://ftbnet/ftb>) and resume with at least 7 years of employment history including names and phone numbers of previous supervisors.

To be considered for this Job Opportunity, applicants must have permanent civil service status, be reachable on an employment list, or have reinstatement eligibility. **Applications will be screened and only the most qualified applicants will be interviewed.**

All applicants not currently employed with the Franchise Tax Board will be subject to a pre-employment background investigation. The investigation will consist of completion of a pre-employment questionnaire, fingerprinting, and an inquiry to the Department of Justice to disclose criminal records.

TDD is Telecommunications Device for the Deaf and is reachable only from telephones equipped with a TDD device.
The California Relay Service telephone numbers are: (from TDD Phone) (800) 735-2929; (from Voice Phone) (800) 735-2922.